

On behalf of Liberty University, thank you for your participation in the University's mission. Please accept our gift as an acknowledgement of your efforts.

**Recipient Information**

**Name:** \_\_\_\_\_

**Affiliation (choose one):**

**LU Student or Employee**

**Address:** \_\_\_\_\_

LU ID#: \_\_\_\_\_

\_\_\_\_\_

**Non-LU Affiliate**

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Attachments:**

**W-8BEN:** if recipient is a non-resident alien

**W-9:** if gift is \$600 or more in value and  
recipient is a Non-LU Affiliate

**Gift Information**

Cash/Cash Equivalent (*gift cards*)

Other (*please describe*): \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

As the gift recipient, I understand that this gift may be considered taxable income and reportable to me on a Form W-2, Form 1099-MISC, or Form 1042-S.

Recipient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Internal Use Section:**

**Document Number of Purchase:** \_\_\_\_\_  
(ER Number or Banner PO Number)

**Approvals:**

Your signature confirms the items purchased were distributed to someone other than yourself or your superiors.

**Gift Awarder:** \_\_\_\_\_  
Printed Name    Signature    Date

**Budget Manager:** \_\_\_\_\_  
Printed Name    Signature    Date

Submit to:  
Accounts Payable  
acctspay@liberty.edu

For questions regarding gift reporting and policies, please contact Accounts Payable by email at acctspay@liberty.edu or by phone at (434) 592-3328.